

Waupun Correctional Institution  
220 S. Madison Street, PO Box 351  
Waupun, WI 53963-0351  
(920) 324-5571

**WCI VISITING RULES AND INFORMATION**  
(Updated 3/31/2014)

LOCATION

The Waupun Correctional Institution is located in the City of Waupun on South Madison Street (Business Highway 151) three blocks south of East Main Street (Highway 49). **Use the entrance designated "Visiting Center."**

ENTRANCE GUIDELINES

The following guidelines are established to provide information to visitors intending to enter the Waupun Correctional Institution. Please read these guidelines carefully and keep this for informational purposes.

VISITING HOURS - GENERAL POPULATION

**2:00 pm to 8:30 pm\* NO VISITS ON WEDNESDAYS**  
**Weekdays, Weekends, and Holidays**

\*Visitors will not be processed in the Lobby between the hours of 4:00 pm and 5:00 pm (approx.) until institution count has cleared.

VISITING HOURS - SEGREGATION

**2:00 pm to 8:30 pm\* NO VISITS ON WEDNESDAYS**  
**Visits will be done through tele-visiting, duration and amount of visits will be based on the offender status**

\*Visitors may experience delays between the hours of 3:00 pm and 4:00 pm because of meal time.

**Offenders are permitted Three (3) three and one half hour visits Monday through Friday and One (1) three and one half hour visit Saturday through Sunday.** Holidays that fall on a Friday or Monday do not count toward the weekend visit.

THERE WILL BE NO ADMITTANCE INTO THE INSTITUTION 45 MINUTES PRIOR TO THE END OF VISITING HOURS.

SPECIAL INFORMATION

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00.

In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states "... any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail or House of Correction, is subject to the applicable fine under State Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by s.961.41 (1) or (1m) or both."

Waupun Correctional Institution is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband.

Anyone who exhibits signs of intoxication will not be allowed to enter the Waupun Correctional Institution.

ARRIVAL AT WAUPUN CORRECTIONAL INSTITUTION VISITING CENTER

- (1) Minor children cannot be left unattended in the Lobby.
- (2) No weapons, illegal drugs, alcohol or tobacco products are allowed on state property.
- (3) Pets are not permitted on state property, except for the visually impaired and service animals
- (4) Anyone denied visitation must leave state property immediately.
- (5) No one is allowed to remain on state property while waiting for other persons who are visiting.
- (6) Cell phones are not to be brought into the Lobby.

GENERAL

Upon your arrival at the Lobby, you must fill out a Request to Visit Offender form. Only visitors on the offender's approved visitors list will be permitted to visit. The maximum number of visitors will **not exceed 6** (children under 2 years of age and inmate's children under the age of 18 are not included) for a single visit. You will not be permitted to stay in the Lobby unless you are waiting to enter the institution. Secured lockers are provided in the Lobby for items that are not allowed into the Visiting Room. Your hand will be stamped and you will be required to show the stamp on your hand upon exit from the institution. Smoking is prohibited on state property. Individuals are to conduct themselves in an appropriate and courteous manner and comply with all rules and instructions.

IDENTIFICATION

Individuals 16 years and older will be required to provide picture identification (Drivers License, State ID card, County Welfare Department ID card, Military ID card, and passport or immigration card). Any person under 18 years old must be accompanied by an adult who is on the approved visitor list, unless the visitor is the spouse of the offender. No school ID cards will be permitted, with the exception of a school I.D. used in conjunction with a temporary (beginner) driver's license.

METAL DETECTOR

All persons, with the exception of Department of Corrections employees and Law Enforcement Officers, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (i.e., buckles, snaps, metal buttons, bib overalls, underwire bras, etc.). Clothing that is removed to pass the metal detector will **not** be allowed to be worn or carried into the visiting room. It is also recommended that visitors refrain from wearing excessive jewelry. Visitors with pacemakers or other medical implants, which will affect the metal detector, must provide written medical verification in advance subject to the Security Director's verification and approval. **Visitors will be denied entrance for the day if they fail to pass through the metal detector after 3 attempts.**

SPECIAL ACCOMMODATIONS/WHEELCHAIR VISITS

Wheelchair visits will be accommodated in the new Visiting Center. It is not necessary to notify the institution in advance. However, unless special circumstances exist you will be required to transfer from your wheelchair to an institution wheelchair.

ALLOWABLE ITEMS

Only the following items may be brought in for your use while visiting: Coin change, Jewelry (only if worn), Plastic baby bottles (Max: 2), Baby diapers (Max: 4), Baby blanket (Max: 1), Teething ring (1), Pacifier (1), Sipper cup (1), and a Plastic comb/hair pick. All items are subject to being searched by Lobby staff. Personal medication will be controlled by staff at all times and available at the Officer's Station in the Visiting Room where it can be obtained if necessary. Security Supervisors must approve legal materials for inmate signature prior to the visit. These items are to be given to the Lobby Sgt. who will process these items and give them, if allowed, to the inmate.

No food items may be brought into the institution. **Deposit to inmates' accounts will no longer be accommodated in the Lobby. All deposits to accounts must be mailed to the institution at P.O. Box 200, Waupun, WI 53963. Only cashier checks or money orders will be accepted. NO PERSONAL CHECKS WILL BE ACCEPTED.**

ATTIRE

The Visiting Room at the Waupun Correctional Institution stresses a "family" atmosphere. The visitor's dress code listed below has been developed to ensure a safe and secure institution Visiting Room that is appropriate, tasteful and conducive to a wholesome "family" atmosphere. Continuance difficulties regarding attire may result in suspension of visiting.

The following apparel is considered inappropriate and will result in the denial of entry into the institution:

- (1) Transparent clothing;
- (2) Shorts which are shorter than fingertip length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended);
- (3) Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance) or skirts with revealing slits;
- (4) Strapless, tube and halter tops or tops which expose the midriff; Blouses, shirts and dresses which are low cut;
- (5) Swimming suits, Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards;
- (6) Underwear worn on the outside;
- (7) Clothing with revealing holes or tears above the fingertip level (as stated above);
- (8) Clothing or accessories with obscene or profane writing, images or pictures;
- (9) Gang or club-related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes, but is not limited to, motorcycle jackets bearing club logos and footwear.
- (10) Coats and outer garments will not be allowed into the visiting room. Lockers are available to secure these items.**

These restrictions apply equally to men, women and children.

NO CONTACT VISITS

No contact visiting may be imposed when any of the following occurs:

1. The offender is found guilty of violation of rules, regulations or procedures relating to visiting; is found guilty of possession or use of drugs/intoxicants or possession of drug paraphernalia; a visitor introduces contraband into the institution or behaves in a disruptive manner or the offender is housed in the Health & Security Complex.
2. If no contact visiting is imposed on an offender, it will apply to all his visitors unless the no contact order is for a specific visitor. If a no contact order is imposed on a specific visitor, it will apply to all visits for that visitor.

Failure to comply with these guidelines will result in denial of entrance or removal from the Waupun Correctional Institution.